

Submitted: Draft
Jurisdiction: Maryland
Agency: Department of General Services,
Records Management Division
Division/Unit: DHMH - Personnel Services Adm. / Employee Services

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 253
MSA ID: SE55-2367

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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	05W235 - Personnel Files	1690	1	2000	25 cu ft.	02/01/2012	Recycle
2	07W1110 - Tuition Reimbursement	1690	11	1995 - 2000	1 cu ft.	02/01/2012	Recycle
3	08W1107 - Inactive Applications/Resumes by position Title	1690	9	2005	37 cu ft.	02/01/2012	Recycle

Destruction Certification

<u>Gabriel P. Lopez</u>	<u>Manager</u>	<u>2/22/2012</u>
Signature	Title	Date